

East Central College

Program Review Timeline

Rev. April 2014

V.P. of Instruction maintains a 3-5 year rotation schedule for Program Review. Review frequency based on previous review, significant changes or recommendation of the division chair or coordinator

Target Date of Completion	Activity	Responsible Parties
January	Program Review Coordinator (PRC) is assigned	VP, Instruction, Chair or Coordinator
January - March	<p>PRC meets with relevant faculty, Division Chair or Coordinator and appropriate VP; review team identified. Use the provided outline to assemble materials. Identify any special considerations <i>example: did not have 5yrs ago, change of Coordinator, Grants</i> Identify Review Team (RT)</p> <ul style="list-style-type: none"> ○ Division Chair outside of area (Chair or coordinator, appointed by VP, Instruction) ○ Two outside of area faculty, ensuring diversity ○ Three community representatives (to include alumni, advisory committee members, etc.) ○ Transfer school representative (for AA, AS, AFA) or Advisory Committee member (AAS) 	PRC, DC, VP's
March - July	<ul style="list-style-type: none"> ▪ Gather data, surveys & <u>minutes</u> ▪ Program mission statement reviewed ▪ Review currency of all print and web based materials 	PRC, VP, IR, Chair or Coordinator
July - August	<ul style="list-style-type: none"> ▪ Draft self study report prepared (Use report outline, form provided) ▪ Review Team visit scheduled 	PRC
August	PRC, Division Chair or Coordinator and VP of Instruction review the draft self study	PRC
September	PRC finalizes the self study; sent to team two weeks prior to scheduled visit.	PRC
October	<p>Program Review visit organized (lunch or dinner meeting) and meeting notice sent; meeting includes: Opening (w/program faculty):</p> <ul style="list-style-type: none"> ▪ Faculty walk through the self study and data w/Team ▪ Tour facilities ▪ Class observation or other source of student feedback ▪ Review Course Syllabi and Assessment Tools ▪ Discuss articulation/employment/post ECC opportunities <p>Activities w/out program faculty:</p> <ul style="list-style-type: none"> ▪ Meet w/ students ▪ SWOT analysis ▪ Program Discussion ▪ Outline of suggestions and comments <p>Closing:</p> <ul style="list-style-type: none"> ▪ Questions/concerns/opportunities ▪ Wrap Up with team 	PRC
November	Program review report drafted (Use report Outline form provided) following team visit and prepared by the DC appointed to the Review Team	Team Chair
December 1st	Draft report send to V.P. of Instruction (and others if needed) for review	Team Chair
December	Final report prepared and submitted to the RT and VP; report included in the Annual Assessment Report	V.P. of Instruction
Fall of each year	<p><u>Annual Data Report</u> – submitted by each department for the Academic Year (Summer/Fall/Spring) Use previous year's census data</p>	


Program Review Schedule 2014-2018

Timeline	Academic Discipline(s)/ Career Technical Program
2014 Schedule: Start date January 2014	Nursing & Allied Heath: <i>Other Allied Health fields</i> English & Humanities: <i>Literature Offerings</i> Science: <i>Health Science/A&P Coursework</i> Mathematics: <i>Physical Science</i> Fine and Performing Arts: <i>Performance Schedule/Activities</i> BEST: <i>Physical Education and Education AAT (Mathematics included)</i> Other: <i>Developmental Writing</i>
2015 Schedule: Start date January 2015	Nursing & Allied Heath: <i>LPN-RN Bridge Programs</i> English & Humanities: <i>Journalism</i> Science: <i>Medical Assistant, AAS, and Biotechnology</i> Mathematics: <i>Dev. mathematics and gateway coursework</i> Fine and Performing Arts: <i>Graphic Design/Multimedia</i> BEST: <i>History/Pol Science and HIM</i> Other: <i>HVAC</i>
2016 Schedule: Start date January 2016	Nursing & Allied Heath: <i>Health Science area</i> English & Humanities: <i>Composition Sequence</i> Science: <i>Chemistry</i> Mathematics: <i>Engineering/Calculus sequence</i> Fine and Performing Arts: <i>Music</i> <i>Business/Acctg. and Culinary Arts</i> <i>Learning Center and Placement Testing processes</i> <div style="text-align: right;">BEST:</div> <div style="text-align: right;">Other:</div>
2017 Schedule: Start date January 2017	Nursing & Allied Heath: <i>Nursing</i> English & Humanities: <i>Reading</i> Science: <i>Transfer Program - Biology</i> Mathematics: <i>Precision Machining</i> Fine and Performing Arts: <i>Studio Art</i> BEST: <i>Civ/Economics/Geography and CIS</i> Other: <i>Early Childhood</i>
2018 Schedule: Start date January 2018	Nursing & Allied Heath: <i>EMS/Paramedic</i> English & Humanities: <i>Composition program/Developmental Writing</i> Science: <i>General Studies Biology</i> Mathematics: <i>Industrial Engineering Technology</i> Fine and Performing Arts: <i>Theater/Communications</i> BEST: <i>Psychology/Sociology</i> Other: <i>Distance Education</i>

Program Review Schedule and Assignments

Division	Academic Unit or Program	Program Review Coordinator	Assigned Chair/Coordinator	Due Date
Allied Health	Rad Tech/Resp Care			Fall 201 4 3
Eng/Hum	Dev English			Fall 201 4 3
Science	Gen studies Biology	Dr. Brooks		Fall 201 4 3
Math/PS	Physical Science			Fall 201 4 3
F&PA	Comm/Theater			Fall 201 4 3
BEST	Economics			Fall 201 4 3
BEST				Fall 201 4 3
Other	None			Fall 201 4 3
Allied Health	Other Allied Health Fieds	Robyn W.		Fall 201 5 4
Eng/Hum	Literature Offerings	Patsy Watts		Fall 201 5 4
Science	HS/A&P coursework	Sarah H.		Fall 201 5 4
Math/PS	Physical Science	Isaih K>		Fall 201 5 4
F&PA	Performance Schedule/Activities	FPA Coord/Josh T.		Fall 201 5 4
BEST	Physical education	Jay M.		Fall 201 5 4
BEST	AAT (transfer Teacher Ed)	Mary Beth		Fall 201 5 4
Other	Developmental Writing	Josh Stroup/Sue H.		Fall 201 5 4

**Table of Contents for Program Review
Self Study Document
8-10 pages
Prepared by the Program Review Coordinator**

- I. General Program Information
 - Mission and Purpose
 - Organization and Structure (to include Staffing and Credentials)
 - ~~External accreditation, if applicable~~ 
- II. Learning Outcomes
 - Program Goals
 - Course/Curriculum Info
 - Careers/Transfer Info
 - Recent changes/updates
- III. Students
 - Enrollments
 - Graduates
 - Placement
 - Feedback/ Survey of Graduates
- IV. Advisory committee information, if applicable
(for transfer programs, replace with transfer results and articulation information)
 - Minutes, meetings
 - Recommendations
 - Membership
- III. Assessment Plan and data
 - Results and Recommendations
 - Improvements
 - A review of end of program assessments
 - A review of employer satisfaction data
 - Discussion on data trends
- IV. Facilities
- V. SWOT Analysis
 - Internal results
- VI. Quality Improvement Efforts
 - Other recommendations
- VII. Summary

Sample Agenda for
Program Review Visit
10:00 – 2:00

- I. Welcome to Campus (PR Chair, other faculty, division chair, CAO)
 Introductions

- II. Review of Materials (Location near the program space)
 Self Study document
 Course syllabi
 Assessment results

- III. Lunch
 Location?
 Who to include?

- IV. Tour the facility

- V. Review any labs/lab spaces

- VI. Meet with program faculty, students, staff, anyone else?

- VII. Exit discussion
 Discussion of strengths

SWOT Analysis

Strengths, Weaknesses, Opportunities, and Threats

Internal Factors		External Factors	
Strengths	Weaknesses	Opportunities	Threats
Sample internal strengths might include a positive community image, high student retention rates, advanced educational facilities, etc....internal strengths represent positive resources and assets.	Sample internal weaknesses might include a negative community image, low student retention rates, outdated educational facilities, etc....internal weaknesses represent a lack of resources and assets.	Sample external opportunities might include an increase in the college tax base, positive economic trends, expanded role and funding of community colleges, etc....external opportunities represent positive external factors.	Sample external threats might include increasing competition from other education institutions, reductions in educational funding, declining student population, etc....external threats represent negative external factors.

Program Review Report
Completed by the Review Team

- I. General Information
Overview
- II. Enrollments and Students
Analysis
- III. Program Resources
Physical, Human and Financial
- IV. Community
Employment/Transfer
Advisory committee role
- V. SWOT Analysis/Program Effectiveness
- VI. Recommendations